

## RFQ #28167

## Temporary Personnel Services

## Addendum #1

## Questions &amp; Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	2.1 Scope of Work	<b>A)</b> How frequently must invoices be submitted to the supervisor? For example, Weekly, Bi-Weekly, or Monthly? <b>B)</b> What are the payment terms?
1	A		<b>Temporary personnel should submit timesheets to the vendor on a weekly basis; therefore, the City should be invoiced weekly for work performed.</b>
	B		<b>Payment terms are generally net 30.</b>
2	Q	3.2 Positions & Testing	May the proposing company provide talent for <b>selected</b> functional areas (e.g., Technology / IT and Office / Administrative Staffing), <u>or</u> must the proposer provide talent for <b>ALL</b> functional areas listed in the RFP?
2	A		<b>Please respond to all applicable functional areas that your company can accommodate; the best vendor(s) will be selected.</b>
3	Q	3.3 Pricing	Knowing more about job requirements, levels of responsibility, and job duties would greatly aid the pricing effort. Would the City be able to provide more detailed job information on the RFP website?
3	A		<b>See attached sample job descriptions.</b>
4	Q	Contract Award	Is there any service provider for similar services currently? If yes, please share the name along with last year expenditure.
4	A		<b>There is not an existing contract for enterprise-wide temporary services. This is a new initiative for the City Of Memphis.</b>
5	Q	Pricing	Do you have not to exceed budget limit on this project?
5	A		<b>The budget will be determined by the department paying for the services, that is why it is imperative that respondents provide their markup fee based on wage paid to a given employee i.e. wage rate + 25% for each applicable functional area/category requested i.e. Office/Administrative, Technology/IT, etc.</b>
6	Q	Pricing	Could you please provide us bill rate & pay rate for consultants working under current contract
6	A		<b>There is not an existing contract for enterprise-wide temporary services.</b>
7	Q	Scope of Work	Could you please share the historical level of efforts for this current project?
7	A		<b>There is no historical data to provide for this type of service; this is a new initiative the City Of Memphis is pursuing.</b>

8	Q		Is this a new requirement? If not, can you please provide the name of the incumbent?
8	A		<b>Yes, this is a new requirement. The HRD believes that by streamlining the temporary personnel hiring it will make the process more efficient and equitable for all parties involved.</b>
9	Q		When the contract for the current vendor is expiring? How many vendors would be awarded contract as a part of this opportunity?
9	A		<b>There is not a current incumbent that is providing enterprise-wide services for temporary personnel. There is an opportunity for more than one vendor to be selected to provide enterprise-wide temporary services.</b>
10	Q		What is the number of positions available for each job title?
10	A		<b>The number of positions will vary on the need of the division requiring services.</b>
11	Q		Can work be performed on-site / off-site?
11	A		<b>It will be left up to the hiring manager if a candidate can work on-site or off-site.</b>
12	Q		Does this opportunity contain Local preference? If yes, please provide the details.
12	A		<b>Yes, this opportunity is for SBEs in the Memphis area.</b>
13	Q		<p>Per Section 2.1 Scope of Work (pg. 5) the contractor must demonstrate the ability to fill the mentioned positions, and in section 4.9 Contract Award (pgs. 12-13) it is noted that one or more contracts may be awarded. To be responsive are vendors required to fill <u>all</u> of the mentioned positions/categories? Is it possible to be responsive and awarded if only capable of staffing for one of the mentioned position categories?</p> <ul style="list-style-type: none"> <li>- The contractor must demonstrate the ability to provide temporary personnel to fill the following positions: Office &amp; Administrative Staffing (entry-level, intermediate and advanced), Creative &amp; Marketing Staffing, technology &amp; IT Staffing, Financial Services Staffing, Interim &amp; Project-Based Staffing, Accounting &amp; Finance Staffing, Legal Staffing, Consulting Services Staffing and Executive Leadership Recruitment.</li> </ul> <p>any additional terms imposed by City. The successful Contractor shall be required to execute the contract originated by the City of Memphis and satisfy all contract requirements as specified by the City.</p> <p><b>One or more contracts may be awarded under this RFP</b>, and any contract awards and amounts are subject to the availability and appropriation of funds.</p>
13	A		<b>Please respond to all applicable functional areas that your company can</b>

			accommodate; the best vendor(s) will be selected.
14	Q	1.1 General Conditions	Is there an incumbent providing these services currently?
14	A		<b>No, there is not an incumbent providing enterprise-wide temporary personnel services currently.</b>
15	Q	1.1 General Conditions	In the first paragraph, you indicate that the providing of temporary employees to the City will be on an “as needed” basis. Can you share information on the numbers from last year and the categories?
15	A		<b>This is a new initiative for the City Of Memphis to streamline temporary personnel hiring city-wide. Previous to this RFP the city primarily would hire temporary staff directly through the City Of Memphis. This RFP allows the City Of Memphis to increase its small/minority business participation.</b>
16	Q	1.1 General Conditions	What is the average length of an assignment broken down by categories
16	A		<b>The length of assignment will be on an as needed basis. Therefore, there is no set schedule for each category; it is solely up to each individual’s department’s needs for temporary staffing at any given time.</b>
17	Q	2.1 Scope of Work	The Scope indicates that the contractor will provide requested temporary personnel within twenty-four (24) hours. Please confirm that you are indicating that the temporary personnel should be <b>submitted</b> to the HRD contact person within 24 hours of a request being made. With the requirement of background checks being required and drugs screens, it would be take more than 24 hours to perform. And..is this requirement for all positions?
17	A		<b>Yes, the candidates must be submitted for consideration within 24 hours. If the candidate is selected the background and drug screen will need to be submitted, if applicable.</b>
18	Q	2.1 Scope of Work	The Scope of Work does not provide any information about interview process. Does this mean the candidate will not be interviewed prior to beginning their assignment?
18	A		<b>Once the candidate has been identified by the vendor, the candidate will be interviewed by the City’s HR department along with a representative from the division in which the candidate will be working.</b>
19	Q	2.1 Scope of Work	Can you share with us what background checks you will require? Fingerprint, etc.?
19	A		<b>The City requires fingerprinting, sex offender registry, and depending on the job educational and employment references.</b>
20	Q	2.1 Scope of Work	You have listed the positions the categories of positions to be filled and one of those is Technology & IT Staffing. We were under the impression that there was another contract vehicle for IT projects and staffing. Can you

			clarify what positions these would include?
20	A		<b>Individual divisions may have technical or IT support needs that would be driven by a project.</b>
21	Q	3.3 Pricing	For us to give you an hourly rate for the positions, can you share with you copies of job descriptions for the positions and what that individual will be responsible for?
21	A		<b>See attached sample job descriptions.</b>
22	Q	3.3 Pricing	You are asking for a Placement Fee if the City should hire any of the temporary personnel placed at the City. Does this happen often?
22	A		<b>This is a plausible scenario that could happen.</b>
23	Q	Section 4.9 Contract Award	Your RFP states that "One or more contracts may be awarded under this RFP. Is there one incumbent currently or multiple vendors. Can you share who they are?
23	A		<b>There currently is not an incumbent in place that provides enterprise-wide temporary personnel services.</b>
24	Q	n/a	Since the City of Memphis could transition some employees under this contract temp-to-perm, does the city intend on providing mandated wages for use under this contract?
24	A		<b>No</b>
25	Q	n/a	Would the City of Memphis prefer bill rates or a markup fee based on wage paid to a given employee, for example, \$28.00/hr or wage rate + 55%?
25	A		<b>Markup fee based on wage paid to a given employee i.e. wage rate + 25%.</b>
26	Q	n/a	What is the estimated number of hours or personnel expected under this contract?
26	A		<b>Personnel will be hired on an as needed basis. For instance, a project could last from one day to several months.</b>
27	Q	n/a	Will this contract be awarded to a single vendor or multiple vendors?
27	A		<b>This opportunity is available to multiple vendors if multiple respondents meet the city's criteria as outlined in this RFP.</b>

### **SAMPLE JOB DESCRIPTIONS**

<b><u>TITLE/SALARY</u></b>	<b><u>JOB DESCRIPTION / MINIMUM QUALIFICATIONS</u></b>
<b>Administrative Assistant</b>	<p>Works under the direction of a deputy director or other member of upper management in a city division to perform diverse administrative and secretarial duties, often of confidential nature. May perform duties including, but not limited to, the following: independently proofread, edit, and/or prepare advanced written correspondence, presentations, charts, etc; create and edit complex reports; maintain manager's schedule; monitor and organize vital correspondence of manager and respond when appropriate; greet and respond to phone calls and guests; and maintain various records and files. Must be able to communicate clearly both verbally and in writing. Requires ability to operate a personal computer to utilize various office software applications.</p> <p>Must possess a high school diploma or GED equivalent and four (4) years of clerical experience; or any combination of experience and training which enables one to perform the essential job functions. Must complete a battery of tests as deemed appropriate by Human Resources to evaluate various administrative office skills.</p>
<b>Office Assistant</b>	<p>Works under the general supervision of a manager in a city division to perform semi-routine secretarial duties. May perform duties including, but not limited to, the following: independently proofread, edit, and/or prepare written correspondence, presentations, charts, etc; create and edit reports; maintain manager's schedule; monitor and organize correspondence of manager and respond when appropriate; greet and respond to phone calls and guests; and maintain various records and files.</p> <p>Must be able to communicate clearly both verbally and in writing. Requires ability to operate a personal computer to utilize various office software applications.</p> <p>Must possess a high school diploma or GED equivalent and three (3) years of clerical experience; or any combination of experience and training which enables one to perform the essential job functions. Must complete a battery of tests as deemed appropriate by Human Resources to evaluate various administrative office skills.</p>
<b>Office Assistant</b>	<p>Works under the supervision of a manager or supervisor in a city division to perform routine secretarial and clerical duties. May perform duties including, but not limited to, the following: proofread, edit, and/or prepare basic written correspondence and/or maintain other data under guidance of manager/supervisor; maintain manager/supervisor's schedule; monitor and organize correspondence of manager; greet and respond to phone calls and guests; and maintain various records and files.</p> <p>Must be able to communicate clearly both verbally and in writing. Requires</p>

	<p>ability to operate a personal computer to utilize various office software applications.</p> <p>Must possess a high school diploma or GED equivalent and two (2) years of clerical experience; or any combination of experience and training which enables one to perform the essential job functions. Must complete a battery of tests as deemed appropriate by Human Resources to evaluate various administrative office skills.</p>
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**TITLE/SALARY****JOB DESCRIPTION / MINIMUM QUALIFICATIONS**

<b>Office Support Clerk A</b>	<p>Works under the general supervision of an assigned supervisor in a city division to perform semi-routine clerical duties including applying detailed knowledge of departmental policies and procedures. May perform duties including, but not limited to, the following: independently maintain and update data in various advanced software applications such as spreadsheets, databases, etc.; create and edit various reports; greet and respond to phone calls and guests; maintain various records and files; and proofread, edit, and/or prepare written correspondence, presentations, charts, etc. Must be able to communicate clearly both verbally and in writing. Requires ability to operate a personal computer to utilize various office software applications.</p> <p>Must possess a high school diploma or GED equivalent and three (3) years of clerical experience; or any combination of experience and training which enables one to perform the essential job functions. Must complete a battery of tests as deemed appropriate by Human Resources to evaluate various administrative office skills.</p>
<b>Office Support Clerk B</b>	<p>Works under the supervision of an assigned supervisor in a city division to perform routine clerical duties including applying general knowledge of departmental policies and procedures. May perform duties including, but not limited to, the following: maintain and update data in various software applications such as spreadsheets, databases, etc.; greet and respond to phone calls and guests; maintain various records and files; and proofread, edit, and/or prepare simple written correspondence under guidance of supervisor. Must be able to communicate clearly both verbally and in writing. Requires ability to operate a personal computer to utilize various office software applications.</p> <p>Must possess a high school diploma or GED equivalent and two (2) years of clerical experience; or any combination of experience and training which enables one to perform the essential job functions. Must complete a battery of tests as deemed appropriate by Human Resources to evaluate various administrative office skills.</p>

**JOB TITLE:** GIS Technical Coordinator

**FLSA:** Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the direction of the GIS Program Manager to coordinate technical functions involved in implementing projects or services to serve the various GIS-related needs of the City divisions and departments. Produces mapping products and data; captures, converts, and edits various data; analyzes map information; and ensures that metadata is compliant with Federal Geographic Data Committee (FGDC) standards for all City map layers. Creates distributed products via web-based technology and desktop software coordinating with the GIS Application Developer. Conducts training for distributed applications. Supervises GIS technicians and interns. Develops and maintains the Geo-database and distributes data to City departments; and administers GIS system including installing and updating related software and hardware as needed. Prepares presentation maps for meetings, conferences, and other public viewing. Maintains and applies knowledge of current technology as it relates to GIS and provides pertinent information to the GIS team.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment such as a personal computer and telephone.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office. Some occasional travel to meetings across the City may be required.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Geography, Engineering, Computer Science, or a related field and six (6) years professional experience utilizing GIS techniques and processes including extensive experience using ESRI software (ArcGIS/ArcInfo, Spatial Analyst, Network Analyst, and 3D Analyst) and Windows operating system; or any combination of experience and training which enables one to perform the essential job functions. Specific experience supporting the mapping needs of municipal planning, fire, police, and engineering departments and knowledge of related data strongly preferred. Related Master's degree preferred.



**JOB TITLE:** Information Technology Coordinator  
**FLSA:** Exempt

**ESSENTIAL FUNCTIONS:** Works under the general direction of the Director to recommend, coordinate and implement the information technology strategies and procedures for the General Services Division. Plans and develops IT strategies for generating resources and/or revenues. Coordinates the information technology operations and services for the division including the implementation of IT programs and systems. Oversees and provides guidance in technology budgeting process, cost and productivity analysis of IT systems. Analyzes and provides guidance and direction in the on-going review of the existing IT system, processes, proposed systems, and the formulation of recommended improvements to the systems. Coordinates and oversees IT-related functions; reviews and monitors the progress of assigned tasks. Determines the priorities, solutions, projects, and future direction of the General Services' IT functions. Serves as a liaison between the Division and the City's IS department to identify and coordinate IT initiatives by prioritizing the required IT initiatives among the City's various operating components. Provides and coordinates training of division's staff and external customers on new and existing technology application software/systems. Serves as the system administrator to troubleshoot IT applications for software and network problems with Fuel Focus, Fleet Focus, Visions and Facility Max systems; maintains the safekeeping of RF adapters and the lap tops; monitors City Hall's surveillance system; develops a time line and coordinates the purchase and installation processes of all IT purchases (software and hardware) for the Division. Maintains professional contact with external research entities, equipment manufactures, and professional organizations concerning existing and developing technology. Ensures the General Service Division Service Centers are operating effectively and utilizing the latest technology by maintaining knowledge of current and developing technology, equipment and systems. Attends various meetings and work sites across the City for systems problems. Creates and prepares a variety of correspondence, memoranda and reports by utilizing various computer applications. Interacts and communicates verbally and in writing with vendors, management, and other staff members on a variety of issues and concerns.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing with consultants, vendors, employees, and management at all levels of the organization. Requires the ability to operate general office equipment such as a personal computer and telephone. Requires the ability to operate an automobile to visit various work sites across the City for systems problems and meetings.

**TYPICAL WORKING CONDITIONS:** Majority of work is performed in an office environment. Frequent in-town travel is required to attend meetings and work sites throughout the City.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Computer Science, Management Information Systems, Business Administration or closely related field and six (6) years of professional experience in software applications, strategic IT business services, project management; or any combination of experience and training which enables one to perform the

essential job functions. Government operations experience preferred. IT-related degree and/or experience with Microsoft applications, Oracle HR/Financial System, and Enterprise Asset Management or other job order processing system preferred. Must have a valid Tennessee driver's license.

**JOB TITLE:** Paralegal  
**FLSA:** Non-Exempt

**ESSENTIAL FUNCTIONS:** Works under the direct supervision of the assigned supervisor to provide timely legal assistance to attorneys by researching law, investigating facts, and preparing documents. Researches and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports etc. Prepares outlines of selected decisions and opinions which incorporate legal references and analysis of precedents involved in law. Opens, appends and closes cases in the litigation tracking system. Monitors development of new federal, state, and local laws and policies dealing with assigned various related legal issues. Formats legal opinions, briefs, and other legal documents. Participates in pre-trial witness conferences, notes any deficiencies in case materials or additional matters requiring investigation prior to trial. Gathers and organizes trial exhibits such as statistical charts and photographs. Verifies citations and legal references on prepared legal documents. Creates and edits non-legal memoranda, researches reports and correspondence relating to assigned cases. Uses online legal research systems to conduct legal researches. Maintains and prepares files and monthly reports utilizing various Microsoft applications. May interview witnesses and prepare summary for attorney's review. May serve as liaison with clients, experts, and consultants to coordinate and monitor information, documents, procedures, and deadlines.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Requires the ability to operate various general office equipment such as a computer, copier and telephone. Must be able to communicate verbally and in writing with management, staff and public. Requires ability to lift and or carry materials and large files which can weigh up to 25 lbs.

**TYPICAL WORKING CONDITIONS:** Majority of work is performed in an office environment and involves contact with all City and division employees, supervisors, management and general public. May be subject to work assignments after general work hours from supervisor. May travel to court to file or retrieve documents or to attend hearings.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree with a concentration in Paralegal Service or a closely related field or three (3) years' experience in conducting research and drafting documents in a legal environment; or any combination of experience and training which enable one to perform the essential job functions. Certified Legal Assistant or Paralegal may be substituted in place of a degree.

**JOB TITLE:** Public Affairs Program Manager  
**FLSA:** Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the direction of the Administrator of Support Services to develop and direct a comprehensive public relations, marketing, development and advertising program for the Parks Division. Plans, implements and directs public affairs activities that promote customer service and a positive public image; writes and disseminates press releases, newsletters, brochures and articles for publication; plans and speaks at special functions and press conferences; receives and responds to citizen suggestions and complaints. Responsible for planning, implementing and evaluating a volunteer program for the Parks Division; develops volunteer job descriptions and implements programs focused on recruitment, training and retention of volunteers. Seeks and secures corporate sponsorships and grants; develops and organizes fund-raising activities; researches and prepares applications for grant funding of projects; develops marketing plans and promotion materials for programs and services. Develops and monitors annual budget to assure that Public Affairs activities operate within approved funding levels.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned from time to time.

**TYPICAL PHYSICAL DEMANDS:** Requires ability to effectively communicate, verbally and in writing with management, staff, employees, volunteers, media, business executives, community leaders, city officials, and the general public. Requires the ability to operate an automobile for on-site visits to various offices throughout the City. Requires the ability to lift and carry materials (approx. 30 lbs.) such as video equipment or materials for presentations. Requires the ability to use a personal computer.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment, except during on-site visits. Travel throughout the City will be required for meetings and presentations, occasionally at night and on weekends. Overnight travel and flexibility of schedule may be required.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Marketing, Business Administration or a closely related field and four (4) years experience in public relations including two (2) years in marketing and advertising; or any combination of experience and training which enables one to perform the essential job functions. Must have experience using software programs including Microsoft Office applications, desktop publishing, and graphics software. Must have a valid driver's license.

**JOB TITLE:** Senior Accountant  
**FLSA:** Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the general supervision of a Deputy Comptroller. Responsible for compiling, analyzing, and preparing financial information for proper general ledger accounts and sub-systems entries; verifies the posting of transactions to the general ledger system, including transactions from other systems; assists external auditors with annual audits; prepares financial reports for internal and external use (including the Comprehensive Annual Financial Report and Single Audit Report); makes adjusting and closing entries; audits journal entries prepared by other departments for accuracy and sufficiency of funds; enters actual and budget transactions to the accounting system; provides financial information and reports utilizing automated accounting system; reconciles general ledger account balances; records month-end and year-end transactions; and responds to users questions and requests for financial information.

**OTHER FUNCTIONS:**

1. May assist internal auditors with various audits.
2. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Primarily desk work. Requires the ability to communicate clearly, both verbally and in writing with management, staff and external auditors. Requires the ability to use general office equipment, such as personal computers, calculators and telephones.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment which involves contact with staff.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Finance or closely related field and three (3) years experience in Accounting or Finance; or any combination of experience and training which enables one to perform the essential job functions. Knowledge of Microsoft operating systems is highly desirable. Governmental or non-profit accounting experience preferred. Oracle Financials experience a plus.

**JOB TITLE:**Senior Financial Analyst

**FLSA:** Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the general supervision of the Budget Supervisor to coordinate and compile the Operating and Capital Improvement Program (CIP) Budgets of assigned divisions. Reviews and analyzes operating and capital budgets submitted by divisions. Recommends changes to division budget request in order to conform division budgets to prescribed guidelines and implement cost saving measures. Reviews and analyses division budget performance measures to support priority focused spending. Utilizes complex financial software to assist in preparation, verification, and analysis of division budgets and to create and/or revise documents, spreadsheets, presentations, graphs, and charts. Monitors division budgets against actual performance monthly and projects financial trends. Assists with the preparation of Operating and CIP books for internal and external reporting. Reviews resolutions and ordinances submitted by divisions for conformity within the City's operating procedures and processes, and adjust budgets throughout the year as deemed necessary by ordinance or resolution.

**OTHER FUNCTIONS:**

1. May assist Budget Manager on special projects.
2. May serve on committees, as necessary, to assist in special project assignments.
3. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Requires the use of general office equipment such as computers, calculators, copiers, and telephones. Requires the ability to communicate both orally and in writing with managers and staff.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment except during on-site visits to divisions to observe or monitor operations.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Business or Public Administration, Accounting, Economics or a related field and four (4) years' experience in accounting, financial analysis, or budget forecasting; or any combination of education and experience which enables one to perform the essential job functions. Master's Degree preferred. High degree of proficiency in computer skills such as Windows, Microsoft Word, Excel, Access, PowerPoint, financial software, and PC network programs and the ability to understand internal configuration of budgeting software preferred. Oracle and Hyperion financial software experience preferred.

**JOB TITLE:** Senior Financial Analyst

**FLSA:** Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the direction of the Police Finance Manager of Police Services. Coordinates Capital and Operational budgeting process for the Police Services Division. Prepares and analyzes monthly financial statements for presentation to Department heads and Command Staff. Trains Department heads in budgeting procedures and compiling data. Assists in preparing, revising, and administering operating budget including meeting with management and Command Staff to finalize budgets. Monitors and assists various Departments (Communications, Information Technology, Training Academy, Firing Range Supply and Distribution, Radio Maintenance, and Aviation.) in monitoring their expenditures. Serves as liaison with Finance Division and Purchasing Officer for all expenditures; monitors the preparation, selection process, and execution of purchase orders and contracts for goods and services; and makes recommendations to promote cost savings and efficiency. Monitors contracts for compliance in the purchase and/or maintenance of hardware/software. Assists the Major in charge of Capital Projects and the Administrator of Police Information Systems in assessing computer, networking, and telecommunications needs. Assists the project leader in researching and recommending specific computer hardware/software and/or training including writing specifications and preparing RFQ, RFP, and evaluating bids.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Requires the ability to communicate verbally and in writing with technical staff, vendors, and various levels of City employees. Requires the ability to travel independently to make on-site visits to analyze computer needs at various City offices.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment except during on-site visits.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Business or Public Administration, Management, Information Systems, or related field and four (4) years experience in financial analysis, budget forecasting; or any combination of experience and training which enables one to perform the essential job functions. Experience in Management Information Systems strongly preferred.